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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

June 4, 2013

ISIS Memorandum 13-005

To: ISIS Agency Liaisons
Fiscal Officers
Purchasing and Contract Management Personnel

Subject: AFS, AGPS, and CFMS Extended Availability During 2013 Year-end Closes

******Please distribute this important information to all AFS, AGPS, and CFMS Users. ******

AFS, AGPS, and CFMS will have the following extended hours of availability:

For June 30th Close:

June 20 – June 21	7 a.m. until 8 p.m.
June 24 – June 28	7 a.m. until 8 p.m.

July 1 (Monday) – Access for Control Agencies Only

July 2 (Tuesday) – Access for Control Agencies Only, until June 30th close process is complete.

For Encumbrance Rollover and 13th Period Close:

August 1 – August 2	7 a.m. until 9 p.m.
August 5 – August 9	7 a.m. until 9 p.m.
August 12 – August 14	7 a.m. until 9 p.m.

August 15 (Thursday) – Access for Control Agencies Only

The Encumbrance Rollover process is scheduled to run on Saturday, August 3 at 5:00 p.m.

This schedule is being implemented to give agencies more time to complete fiscal-year closing tasks. During extended hours, the AFS Help Desk will be remotely monitored June 20 - 21, June 24 - 28, August 1 - 2, August 5 - 9, and August 12 - 14. The AGPS/CFMS Help Desk will be remotely monitored June 20 - 21, June 24 - 28, and August 1 - 2.

For any questions concerning this schedule, please call the ISIS/AFS Help Desk at (225) 342-2677, Option 3 or submit a [web ticket](#).

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